



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	December 4, 2015	Closing Date:	December 18, 2015
Job Title:	Courtroom Clerk	Position Type:	Regular, Full Time
PIN:	059954, 059851, 059790	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J07 \$34,577 - \$38,760 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Provides courtroom assistance for all types of cases on a regular basis. Assists customers, coworkers and supervisors by providing information about records and procedures in the Clerk's office. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney and maintains a list of jurors selected. Communicates with Jury office as necessary. Administers appropriate oaths. Keeps accurate records of witnesses' names, addresses, evidence and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates and distributes all necessary paperwork and secures necessary signatures on forms. Records judgments, court fees, cost waivers and calculates costs assessed. Updates case files by recording docket activity. Enters data into computer system. Records informal proceedings in Judges' chambers as required. Works overtime as needed. Performs all other duties of a courtroom clerk as required.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

- A) One year of experience working in a trial or appellate court or
- B) One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or a related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Preferred: Previous legal experience

Skills/Abilities: Knowledge of court and legal terminology. Knowledge of office practices and equipment. Ability to correctly interpret procedures, laws, rules and regulations. Ability to work with significant time constraints and restrictive working conditions. Ability to calculate fines and costs, using basic mathematics. Ability to remain poised in stressful and pressured situations. Ability to exercise independent judgement to discern and record pertinent information. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to organize work as received and produced. Ability to work well with others in a team oriented environment. Ability to communicate effectively with staff, public officials and the general public. Ability to speak distinctively, by projecting voice to large groups of people. Ability to provide consistent, professional and courteous service. Ability to use tact in responding to staff, public officials and the general public. Ability to operate a PC. Ability to maintain and use detailed filing systems. Ability to complete an oral reading during the interview process. Ability to lift up to 25 lbs. Ability to sit for extended periods of time. Ability to work additional hours outside a normal work schedule. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Baltimore City
Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.